

BOOKING ROOMS AT LSE (FOR NON-TEACHING PURPOSES)

27 March 2009: replaces all previous versions

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SCOPE OF THIS DOCUMENT

1. This policy covers non-teaching bookings for all lecture theatres, meeting rooms and other similar spaces on the LSE campus except those dedicated solely to an academic or organisational unit which are never made available for use by others from within or outside LSE. For the purposes of this document, activities for which bookings are made will be described throughout as “events” except where further clarification is needed.

PURPOSE OF THIS DOCUMENT

2. This document has the following purposes:

3. To ensure that the principles of free speech, as defined in the School's Code of Practice on Free Speech (updated most recently by the LSE Council on TBC 3 March 2009) are observed in the booking and conduct of events on LSE premises.
4. To ensure that LSE premises are always used safely, lawfully and efficiently.
5. To set out fully for both event organisers and LSE academic support staff the procedures necessary to ensure the above.

KEY ISSUES

6. **This is not the place to restate the principles of free speech, which are found in the Code described above. However, if no reason exists to curtail an event in line with the Code, the School will in principle try to ensure, or help ensure, that it goes ahead.**
7. **This process requires event organisers to provide full information to the Conference & Events Office as set out below, by a deadline of five working days before the event. If this deadline is not met, the event will in principle be automatically cancelled.**
8. **Should the process of scrutinising a proposed event determine that particular security or other arrangements are needed which incur extra costs, these costs will in principle be met by the organiser of the event (noting however that for events in the Public Lectures series, the organiser is deemed to be the School centrally).**

GENERAL

9. Practical information for event organisers is at www.lse.ac.uk/collections/conferenceAndEventsOffice/.
10. While respecting the provisions of the Code of Practice on Free Speech, LSE reserves the right to refuse, cancel or insist on changes to any booking which it judges would prejudice the reputation, commercial interests or other interests of the School, or would in any other way be inappropriate for an institution of the School's nature.
11. In general, bookings can only be processed once the teaching timetable for the relevant academic year has been confirmed. This means that at certain times of the year (e.g. running up to the start of a new academic year) your request will be held in a queue until such time that it can be processed. If you are planning an

event more than 12 months ahead, please contact the Conference & Events Office for advice. Please note that the university diary – including meetings of the Council or Court - takes priority over all other bookings.

12. Bookings for teaching rooms or computer rooms will only be accepted after the completion and publication of the academic timetable.
13. All booking requests must be made via LSEforYOU (or via email to conferences@lse.ac.uk if you are unable to access this system).
14. Dates of all annual events must be confirmed in writing each year and will not be automatically transferred from year to year.
15. We reserve the right to change the booked room to another room if necessary.
16. As event organiser, you only have access to the room at the times stated on your booking confirmation.
17. You should note that rooms are not cleaned by the School between Friday morning and Monday morning. You can arrange for a room to be cleaned at the weekend for a charge; please contact Mark Atkinson in Estates Division with your budget code to arrange this.
18. All external or commercial bookings are subject to comprehensive terms and conditions, available at www.lse.ac.uk/lseeventservices.

INFORMATION NEEDED BY THE SCHOOL

19. Full information is not needed at the time of initial booking of an event as long as it is at least five working days away. Indeed full information is rarely available when an event is first planned. But as stated above and in the Code of Practice on Free Speech, as event organiser you must provide full information to the Conference & Events Office, by a deadline of five working days before the event. This is a final deadline not a target; and the sooner before that you provide the information, the easier it will be for the School to help make your event a success. If the deadline is not met, the event will in principle be automatically cancelled.
20. The information is needed so that the School can ensure that events pass off safely and within the law and that LSE premises are used most efficiently. We need:

Via LSE for You (all events)

- details of person booking the room

- date and timings (including set-up and clear up)
- size of room required
- title of event
- where the event will be advertised
- whether media invited to attend
- nature of the audience (i.e. LSE only, or not)
- speaker name(s) and title(s)
- catering requirements
- any other information the person booking wishes to provide

Via on-line Risk Assessment (for events involving speakers, participants or audiences from outside LSE)

This can be found at

www.lse.ac.uk/collections/conferenceAndEventsOffice/pdf/EventsSecurityQuestionnaire.pdf

- is event open to all?
- could demand for event exceed size of room booked?
- is the event open to the public
- does event take place outside of normal working hours
- has event organiser arranged for stewards to work on the event and if so how many?
- is topic likely to attract protest of serious disagreement?
- has there been disruption to events that have addressed the same topic in the past (at LSE or elsewhere)?
- is the speaker likely to attract protest or serious disagreement?
- has there been disruption to events that have involved the same speaker in the past?
- has the organizer discussed speaker's security arrangements with the speaker or a representative and if so does the speaker request any special security arrangements?
- is there any identified security threat to the speaker?
- does the speaker come with his or her own protective security detail?
- is event organiser conducting any activity that may require a health & safety risk assessment?
- is the event likely to attract media attention or have similar events in the past attracted media attention? If so has organiser contacted LSE Press office?

21. The School may use this information to carry out a formal risk analysis – see below. But as an organiser you can help yourself by thinking through all the implications of an event as far as possible in advance.

CIRCUMSTANCES IN WHICH PERMISSION FOR AN EVENT MAY BE REFUSED OR VARIED

22. The School reserves the right at any stage:

- to refuse or withdraw permission for a meeting where it is apparent that the booking does not conform to the provisions of the Code
- to refuse to permit changes to be made to the nature of a confirmed booking, if the proposed changes are likely to exceed the boundaries of lawful free speech as set out in the Code
- to remove advertising material for meetings from any part of the School's buildings or website

23. In cases where permission for a meeting is refused, the Conferences and Events Office will notify the applicant as quickly as possible.

24. The School will not assume responsibility for costs incurred when an event has to be cancelled or varied.

RISK ANALYSIS

25. The School will if necessary grade an event for security purposes along the following lines:

Green	non-controversial with no protests expected
Amber	relatively high profile with the potential for student or outside protests; this classification needs to be constantly reviewed until the event takes place with a view to changing it to RED or BLACK if necessary; contingency and 'escape' plans need to be in place
Red	highly controversial; protests expected
Black	highly controversial with the possibility of a terrorist threat

PREPARATION FOR A POTENTIALLY CONTROVERSIAL EVENT

26. An event that is classified Green will normally be open to members of staff, students and the public without ticketing arrangements.

27. An event that is classified Amber may require identity cards or press passes to be shown, or admission may be by ticket only – see Ticketing below.

28. Where an event has been classified as Red or Black:

- The Conference & Events Office will alert the Head of Security, the Head of Communications and the Freedom of Speech Group to consider such factors as the cost, location, publicity, security, stewarding and entrance arrangements needed. This assessment may also involve consultations with the organisers, speakers or their representatives (if any), the police and any other institutions which have staged a similar event or meeting.

- A security plan will be drawn up that clearly indicates the duties and responsibilities of everyone involved, including contingency plans and escape routes in the event of an emergency. The plan will be treated as confidential.
 - Controversial speakers may, if appropriate, be asked if they wish their lecture to be:
 - "Open" - advertised outside the School
 - "School Only" - restricted to members of the School plus those invited by the speaker;
 - Internal but no external publicity
 - "Invitation Only" - tickets required for admission; minimal publicity
 - Publicity for "Open" and "School Only" lectures will make clear any designated time for questions, agreed with the speaker
 - The Head of Communications or a nominee, in consultation with the senior management of the School, will normally have sole responsibility for dealing with any press or media companies
29. The School may impose specific restrictions – see Other restrictions below – on any event.

TICKETING

30. If tickets are deemed necessary for an event, then they must:
- be clearly identifiable and indicate to how many people they apply e.g. "Admit One Only"
 - indicate which part(s) of an event the ticket holder is entitled to enter, e.g. "Lecture Only", "Lecture and Reception" or even be colour-coded
 - indicate whether LSE or photo ID will need to be shown
 - state the time by which everyone must be seated
 - indicate any banned items, e.g. banners, placards, food or bags
 - make ticket holders aware of the existence of the School's Code of Practice on Free Speech and that they should not behave in a manner that is likely to breach this Code
31. It may be desirable to cross-refer tickets presented to a list of ticket holders at the door.
32. Note that premises licensing regulations require all events at the Peacock Theatre to be ticketed. The event organiser is responsible for recording names as tickets are issued.

OTHER RESTRICTIONS

33. If necessary the School will specify such conditions as it considers appropriate, including all or any of the following:

- no food or drink (alcoholic or otherwise), items which could be used to disrupt an event or bags, briefcases and the like to be taken into an event
- banners or flags not to be taken inside a building where an event is taking place nor taken or used anywhere else on School premises where they may lead to injury or damage
- organiser to be charged for any additional cleaning that is necessary after an event and for any damage to the School's fixtures, fittings or equipment

SECURITY AND ORDER: ALL EVENTS

34. All attending an event, regardless of status, must observe good order as defined in paragraph 6.3 of the Code of Practice on Free Speech.
35. The School may require an event organiser to provide what it considers to be a sufficient number of stewards, and to brief them as set out in the guidance on the Conferences & Events Office section of the LSE website. The School may consult the police for advice on this.
36. Any member of the audience thought to be acting in a manner that is, or is likely to, inhibit freedom of speech should be asked by the Chair or a School officer to cease his/her behaviour. If the behaviour persists, the Chair or a School officer should ask the person to leave the meeting or make arrangements for them to be removed.
37. The Chair has a duty as far as possible to ensure that the audience and the speaker act in accordance with the law. In case of unlawful conduct the Chair should give appropriate warnings and, if the conduct continues, require the withdrawal or removal of the persons concerned.
38. The Chair or organiser should try to restore order if, in their opinion, chanting, shouting or other behaviour outside an event disrupts it.
39. The School will call for police assistance before or during an event if it considers it necessary to maintain order, prevent damage and ensure the safety of participants, members of staff or security staff.
40. The Head of Security and the Events Manager, or their nominees, should decide whether to call the police to an event that has been disrupted to the extent of hindering free speech. The Chair or organiser should also be consulted, as should any relevant senior managers of the School if it is practical to do so.
41. The police are responsible for Houghton Street, as a public thoroughfare, under the Public Order Act 1986.

SECURITY AND ORDER: POTENTIALLY CONTROVERSIAL EVENTS

42. The School may require additional security staff (LSE or externally-hired) to supplement the stewarding of an event when disruption by protesters is a possibility. Costs will fall to the event organiser.
43. The Head of Security or a nominee should normally be present at all events classified as Amber, Red or Black to assist the Chair or organiser to maintain good order and, if necessary, liaise with the police.

ACTION FOLLOWING DISTURBANCE OR DAMAGE AT AN EVENT

44. The Director of Finance and Facilities, in consultation with members of DMT, the Conferences & Events Office or the Free Speech Group as he considers appropriate, will decide who should pay the costs of any damage incurred at an event. These costs will normally fall to the event organiser.
45. Disciplinary action against members of staff or students under the relevant disciplinary procedure will be considered if necessary.

ROOM SETUP AND REINSTATEMENT

46. If you require a specific setup in the room you have booked, you must make this clear when making the booking.
47. Please leave the room as you find it, re-setting any furniture you have moved according to the floor plan shown in the room, clearing up any rubbish and catering items and removing any equipment, furniture or materials which you bring in to the room. The School does not have the resources to police each and every booking; we work on the basis of trust so please cooperate.
48. You must ensure you allow sufficient time before and after your booking for set-up and clearance, and that your booking includes this time.
49. Specific audio visual requirements must be requested via the [AV Unit](#) when making the booking.

OPENING HOURS

50. Rooms and facilities can normally only be booked for use within the opening hours operating at the time. At weekends, some buildings are closed or have

- shorter opening hours than during the week: see www.lse.ac.uk/collections/security/building_open.htm. Security may on request be able to make special arrangements for access outside normal opening hours. However these usually involve extra staff costs such as overtime, which you will need to meet.

HEALTH & SAFETY

52. As organiser, you are personally responsible for ensuring that all attendees at an event are aware of health and safety issues (such as fire procedures and emergency exit routes) and for the proper conduct of all attendees. You do not have to make the relevant announcements and arrangements yourself but you are personally responsible for ensuring that it is done.
53. You must ensure that the requirements of the 1990 Food Safety Act are respected. Please see <http://www.lse.ac.uk/collections/cateringServices> for details or contact LSE Central Catering on x7222.
54. Designated room capacities (as posted in each room) must not be exceeded.
55. Furniture may not be taken out of the rooms to be used elsewhere. The layout of a room must not be altered, other than by staff who have received manual handling training.

HOW BOOKINGS ARE SCRUTINISED

56. The Conference & Events Office will consider all booking requests fully once complete information as described earlier in this document is received.
57. In all cases, the Conference & Events Office will consult appropriate LSE colleagues (such as Security) and more senior staff, at at least the level of the Director of External Relations, if they consider a proposed event to be potentially controversial or likely in some way to contravene the provisions of the Code of Practice on Free Speech or of this document. If any of the above-named judge it necessary, they will consult the Pro Director for Research and External Relations (or if absent, another Pro Director). The Pro Director will if appropriate consult the Free Speech Group.
58. This procedure should ensure that any event initially identified as posing a potential risk is considered fully and carefully. The risk theoretically remains that such an event might not always be recognised as such initially, and not considered at a sufficiently senior level. However, the deadline of five working days in advance for receipt of full information will go a long way to reducing this risk, already low, still further. This procedure naturally assumes that information provided by event organisers will be complete as well as accurate.

CATEGORIES OF USER ALLOWED TO BOOK ROOMS

Room user category	Means of booking and charges
LSE academic teaching staff, for teaching purposes	All teaching (with a course code) dealt with by the Timetables Office. No room hire charges. Not covered by this document and mentioned here only for completeness. References to teaching are included only where necessary to indicate that it takes priority.
LSE academic and academic support staff, for non-teaching purposes	May book via LSE for You. Bookings are dealt with by the Conference Office. Charges apply for certain rooms and types of bookings; see section 4 below
LSE students	Individual students cannot book rooms. There is a 'find a study room' option available on LSE for You which allows students to search for currently available rooms on the day. No room hire charges for study rooms.
LSE Students' Union societies and LSESU Elected Officers (abbreviated as "LSESU users" below)	The three named officers of each registered LSESU Society may book via LSE for You in accordance with the room booking agreement which each Society renews with the SU annually. Bookings dealt with by Conference Office. Charges apply for certain rooms and types of bookings; see section 4 below
Commercial and other external users	May book via the 'Event Services' section of the Conference Office. Charges apply; see section 4 below.

ROOMS AVAILABLE FOR BOOKING

Room	May be booked by (*indicates priority)	Specific conditions and notes
Atrium (Old Building)	LSE Staff LSESU users Commercial customers	To be used only for catered receptions provided by LSE Catering (note: separate catering booking required once room is booked) or for exhibitions organised via LSE Arts. Available at limited times during evenings and weekends only. You must book

		required number of stewards via the Conference Office to set up and take down before and after events.
BOX (5th floor, Tower Three)	LSE Staff Commercial customers	Charges always apply – see section 4 below
Catering venues (eg Chairman’s and Director’s Dining Rooms)	LSE Staff LSESU users Commercial customers	Once room is booked, catering must be booked separately via LSE Catering and licensing regulations adhered to. Catering venues available at certain times only. LSESU users must get budget approval from the SU before booking catering.
Committee Rooms	LSE Committee Calendar* LSE Staff Commercial customers	Once room is booked, catering must be booked separately via LSE Catering and licensing regulations adhered to. Room A588 is in principle only available for catered meetings.
Vera Anstey Room	LSE Committee Calendar Commercial customers LSE Short Courses	Once room is booked, catering must be booked separately via LSE Catering and licensing regulations adhered to. Catering allowed in ante-room only.
Graham Wallas Room	LSE Staff Commercial customers	Once room is booked, catering must be booked separately via LSE Catering and licensing regulations adhered to.
Computer rooms	LSE Staff	Please refer to IT Services for advice [NOTE: ITS HAVE YET TO NOMINATE A CONTACT]. Priority given to LSE academic teaching.
Departmental rooms	Department Owner* Commercial customers (some rooms only, when not required by departmental owner)	
Peacock Theatre	LSE Teaching* Graduation* Open & Visit Days* School Inductions (including Summer School Welcome Lectures)* External Customers LSE Staff LSESU users	Use of theatre governed by relevant legislation/licences which are upheld by Peacock Theatre Manager. Special charges to cover relevant costs apply. Please contact Peacock Theatre Manager (Sam Gaid) for details and advice.
Old Theatre	LSE Teaching (including Summer School teaching)* Public Lectures from	You must book an appropriate number of stewards. Please refer to www.lse.ac.uk/collections/conferenceAndEventsOffice for details and advice.

	<p>5pm Tuesday – Thursday during term time*</p> <p>LSESU UGM Thursdays 1-2pm during term time*</p> <p>LSE Staff</p> <p>LSESU users</p> <p>Commercial customers</p>	<p>The Green Room is available alongside Old Theatre bookings but you need to ask for it specifically. It is particularly important that the Green Room is left clean and tidy and all materials, furniture and equipment brought in are removed at the end of the booking.</p>
New Theatre	<p>LSE Teaching (including Summer School teaching)*</p> <p>LSESU users evening bookings*</p> <p>LSE Staff</p> <p>LSESU users</p> <p>Commercial customers</p>	<p>You must book an appropriate number of stewards. Please refer to www.lse.ac.uk/collections/conferenceAndEventsOffice for details and advice.</p>
Lecture theatres (80 – 230 seats)	<p>LSE Teaching (including Summer School teaching)*</p> <p>Public Lectures*</p> <p>LSE Staff</p> <p>LSESU users</p> <p>Commercial customers</p>	<p>You must book an appropriate number of stewards. Please refer to www.lse.ac.uk/collections/conferenceAndEventsOffice for details and advice.</p>
NAB: Sheikh Zayed Theatre	<p>LSE Teaching (including Summer School teaching)*</p> <p>Public Lectures from 5pm Monday – Thursday during term time*</p> <p>LSE Staff</p> <p>Commercial customers</p> <p>LSESU users</p>	<p>You must book an appropriate number of stewards. Please refer to www.lse.ac.uk/collections/conferenceAndEventsOffice for details and advice.</p> <p>LSESU users are not able to book on-line, but can request use of these venues via the Conference & Events Office for high profile events, where no other suitable venue is available and where they are working with the Conference & Events Office on the event.</p>
NAB: 8th floor Meeting Rooms, Central Area and Terrace	<p>LSE Committee Calendar*</p> <p>Post-Public Lecture Dinners*</p> <p>LSE Staff</p> <p>Commercial customers</p>	<p>Once room is booked, catering must be booked separately via LSE Catering and licensing regulations adhered to.</p> <p>All 8th Floor rooms and spaces are inherently unsuitable for the use of AV equipment. AV facilities are therefore not available in these areas and cannot be provided</p>

		<p>The central area can only be booked together with all 4 meeting rooms; it cannot be booked separately or with 3 or fewer meeting rooms.</p> <p>However on Friday evenings only, LSE staff and students may use the central area and terrace without booking.</p>
NAB: Alumni, Thai and Wolfson Theatres	<p>LSE Teaching until 6pm (including Summer School teaching)* Public Lecture Video link / 'reception enabling' venue Monday – Thursday evenings during term time* LSE Staff Commercial customers LSESU users</p>	<p>LSESU users are not able to book on-line, but can request use of these venues via the Conference & Events Office for high profile events, where no other suitable venue is available and where they are working with the Conference & Events Office on the event.</p>
NAB: lower ground reception area	<p>Those who have booked the Sheikh Zayed Theatre</p>	<p>The space may only be used for receptions linked to the event taking place in the Sheikh Zayed Theatre.</p> <p>Once space is booked, catering must be booked separately via LSE Catering and licensing regulations adhered to. Catering availability limited to certain times.</p>
NAB: Moot Court	<p>LSE Law Department (term time 2008-09)* Commercial customers (vacations 2008-09)</p>	<p>To be reviewed in the light of experience in 2008-09.</p>
NAB Teaching Rooms	<p>LSE Teaching (including Summer School teaching)* LSE Staff Commercial customers LSESU users</p>	<p>LSESU users are able to book 2nd Floor teaching rooms on-line via LSE for You.</p>
Seminar Rooms (Seating 10 – 80 and including Robinson Rooms)	<p>LSE Teaching (including Summer School teaching)* LSE Staff LSESU users Commercial</p>	

	customers	
Shaw Library	Library Users* LSE Music & Arts* Public Lectures (only used for lectures where no other suitable venues are free)* LSE Staff, LSESU users and Commercial customers for use as a catering venue when both SDR and SCR already in use	The Shaw Library needs to be set up and reset by the porters, as the default setting is as a library student space. It only has a very basic PA system. Any extra equipment required has to be provided by the AV Unit. Once room is booked, catering must be booked separately via LSE Catering and licensing regulations adhered to.
4th Floor Restaurant (bookable 'ex-beavers' area)	LSESU users as reception/event space* LSE Staff Commercial customers	Available to book as reception/event space for breakfast meetings (08:30 – 11:00) and from 16:00 during term time and, in consultation with LSE Catering, during vacations and weekends Any catering provided for receptions/events held in this space must be booked via LSE Catering and licensing regulations adhered to. Room booker to make all necessary arrangements for special room set-up/re-set and cleaning. This space should not be booked for functions in place of the usual arrangements for SDR/SCR.
Music Practice Room	LSESU Music Society members	Limited to 1 hour per day per person. Bookings accepted up to 2 weeks in advance but no earlier.
Videoconference room	LSE Staff Commercial customers LSE Students via a member of LSE Staff in their academic department LSESU users	Bookings handled by LSE AV Unit; contact its.av.support@lse.ac.uk or ext 7437. Charges always apply.

CHARGES

59. In principle charges will be levied in accordance with the following table for all bookings. Most charges vary considerably with size and type of room. Timing adds further complication, since evening or weekend events usually incur extra costs. In all instances please contact the Conference & Events Office for a firm quotation.

Room type & capacity	Standard charge per day (up to 8 hours during
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	normal working hours) in 2008-09
Committee Rooms seating 8 – 40	£95 - £650 per day
Seminar Rooms seating 10 – 30	£97.50 - £300 per day
Small lecture rooms seating 40 – 80 (including Robinson Room)	£150 - £750 per day
Medium lecture theatres Seating 120 – 160	£545 - £850 per day
Large lecture theatres Seating 230 – 460	£1,085 - £2,000 per day
BOX Seating up to 50	£1,550 + VAT per day

60. In certain circumstances for certain users, charges will be waived or discounts applied, as set out below. In cases of uncertainty (eg where a case fits more than one category) the responsibility for determining the appropriate charge rests with the Conferences & Events Office.

Type of booking	Room hire charge	Charge for additional services such as stewards, catering, out-of-hours AV support, special security arrangements or additional or out-of hours cleaning.
<u>Internal LSE events</u> Timetabled teaching. School Committees. LSESU and SU Societies' events – note that these are by definition for LSE participants only. Internal LSE business (administrative ¹ or academic).	Zero charge. Bookings must be made and organised throughout by a member of LSE.	At cost; must be arranged directly with the service provider.
<u>Outward-facing LSE events for which attendees are not charged</u> Events to promote or disseminate LSE research or expertise, including	Zero charge. Bookings must be made and organised throughout by a	At cost; must be arranged directly with the service provider.

¹ Including meetings with contractors or other outsiders where central to LSE business.

research which has been carried out with external funding, <u>except</u> where funding has been provided on a Full Economic Cost basis including provision for dissemination. These events may be run purely by LSE or may be co-organised, co-branded or co-funded by LSE and an external organisation.	member of LSE.	
<u>Other outward-facing events for which attendees are not charged</u> Events organised by external bodies which an LSE staff member or unit is both professionally involved in and has agreed to host, or which LSE is attending among other participants. Other events co-organised, co-branded, co-funded or 'sponsored' by LSE and an external organisation, except those covered above.	75% of full charge	At cost
<u>Events run or facilitated by an LSE department, unit or division on a commercial basis.</u>	75% of full charge ²	At cost
<u>Events booked by LSE alumni groups or individual alumni</u>	90% of full charge	At cost
<u>Events booked by registered charities</u>	90% of full charge	At cost

² The rationale for this discount despite the commercial basis of the event is that these activities typically bring non-commercial as well as commercial benefits to the School.

<u>External events</u> Events booked by external organisations, even when LSE staff or students are personally involved.	100% of full charge	As quoted by Conferences & Events Office
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SPECIAL NOTE FOR LSESU SOCIETIES

61. In accordance with the above table, external organisations that wish to run events at LSE are expected to pay charges and should contact event.services@lse.ac.uk to make arrangements. If LSESU Societies are approached by external organisations and asked to secure space at the School, societies should direct the organisation to LSE event services rather than attempt to act on their behalf. Societies found to have broken this rule will have their own room booking rights withdrawn for a period of up to 8 weeks, and will be liable for up to 100% of the full charge for the booking. If a society is unclear on the status of an event they should check with the Conference & Events Office by emailing conferences@lse.ac.uk.
62. A designated official of the Students' Union is responsible, under arrangements drawn up by the Students' Union, for confirming the status of *bona fide* societies of the Students' Union before they are given room booking privileges. This will in principle be required only once per academic year.

FURTHER INFORMATION

63. Further advice on the University's Regulations for Use of Rooms can be obtained from www.lse.ac.uk/events.

Director, Finance & Facilities
27 March 2009

Supersedes previous version dated 4 December 2008